

MOBILE FOOD ESTABLISHMENT – PLAN REVIEW

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PLAN REVIEW - APPLICATION REQUIREMENTS

Health Department Permit Application Checklist for Prospective Mobile Food Establishments

Food	Establishment Name:
1	Completed Needham Food Establishment Plan and Specification Review
2	Include a food prep area layout plan (hand drawn copies are accepted) and a color photo of the truck in operation
3	Completed Needham Food Establishment Permit Application
4	Copy of MA Department of Motor Vehicles (DMV) Truck Registration
5	Copy of your truck drivers MA Drivers' License
6	Copy of your Food Prep/staff member's (that will be manning the establishment for the season) ServSafe Food Training certificate(s)
7	Copy of your Food Prep/staff member's (that will be manning the establishment for the season) Food Allergy Training certificate(s)
8	Copy of your valid MA Hawker and Peddler License
9	Copy of your current valid Mobile Food Permit (from the city/town the mobile food establishment is currently permitted in)
1	0 Copy of your Commissary Permit
1	1 Copy of your proposed Menu item list with food allergy and consumer advisory statements
1	2Copy of Trans Fat Free Fry Oil Nutrition Label (if applicable)
1	3 Restroom agreement letter (Will you have an agreement with the private business nearby to utilize their restrooms that will be easily accessible?)
1	4 Submit a check in the amount of for the Plan Review which is non-refundable. Department of Public Health fees are separate and in addition to Selectmen fees.
1	5 Submit a separate check in the amount of for the annual Mobile Food Permit.
1	6 Set up a time to have the mobile food establishment inspected with a Health Department Agent.

Submit application materials to the Needham Health Department. Written plan approval must be received before any food vending in Needham, MA. The Health Department will review plans within 30 days after submitting a completed application, plans, and fees.



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PERMITS NEEDED TO OPERATE A FOOD ESTABLISHMENT IN THE TOWN OF NEEDHAM

Food Permits

Food Service: Where any food product is heated, opened, sliced or prepared in any way. The Food Service

Permit includes frozen dessert and milk.

Frozen Dessert Machine: Machine and mix used to generate a semi solid food product or slush. The Frozen Dessert Machine also requires monthly testing – standard plate bacteria count and coliform count by a certified laboratory. Laboratory test results must be sent to the Health

Department.

Retail: Products are packaged by a licensed manufacturer and remains intact until opened by the

consumer.

Catering: Preparation and transportation of meals intended for individual portion service or a company

preparing food in a location other than their permitted establishment.

Mobile: Self propelled vehicle-mounted food establishment or push cart.

Other Departments to Check With

Board of Selectmen: Application for Mobile Food Vendor License (Site Plan/Days/Times of Operation, etc.)

Fire Department: Propane permits. Please submit copy of permit, if applicable.



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MOBILE FOOD ESTABLISHMENT PLAN AND SPECIFICATION REVIEW

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ESTABLISHMENT NAME
NAME OF VEHICLE
□MOBILE KITCHEN □CANTEEN TRUCK □ICE CREAM TRUCK □TRAILER □PUSHCART □OTHER
ESTABLISHMENT ADDRESS
ESTABLISHMENT TELEPHONE NUMBER EMAIL
APPLICANT NAME & TITLE
APPLICANT TELEPHONE NUMBER EMAIL
I HAVE SUBMITTED PLANS/APPLICATIONS TO THE FOLLOWING (INCLUDE DATE OF SUBMITTAL): BOARD OF SELECTMEN FIRE OTHER
APPROXIMATE NUMBER OF MEALS TO BE SERVED AND HOURS OF OPERATION
MEALS BREAKFAST (7 AM – 11 AM) # MEALS LUNCH (11 AM – 3 PM) NUMBER OF STAFF # MEALS DINNER (3 PM – 8 PM) (MAXIMUM PER SHIFT)
DAYS OF OPERATION IN NEEDHAM: SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY VENDING LOCATION/STREET ADDRESS
TRANS FAT BAN: NEEDHAM BOARD OF HEALTH HAS A TRANS FAT REGULATION. "NO FOOD SERVICE ESTABLISHMENT, VENDING MACHINE, OR MOBILE FOOD VENDOR SHALL STORE, PREPARE, DISTRIBUTE, HOLD FOR SERVICE, OR SERVE ANY FOOD OR BEVERAGE CONTAINING ARTIFICIAL TRANS FAT IN THE TOWN OF NEEDHAM." I AM AWARE OF THE NEEDHAM BOH TRANS FAT BAN AND THIS FOOD ESTABLISHMENT WILL OPERATE IN COMPLIANCE WITH THIS REGULATION WHEN SERVING FOOD IN NEEDHAM. YES NO IF NO, THE HEALTH DEPARTMENT CAN PROVIDE A COPY OF THE FULL REGULATION.
A. PLEASE ENCLOSE THE FOLLOWING MOBILE FOOD SPECIFICATIONS/ITEMS: COLOR PHOTO OF THE MOBILE FOOD ESTABLISHMENT IN OPERATION MOBILE FOOD PREP AREA LAYOUT (HAND DRAWN COPIES ARE ACCEPTED) COPY OF MENU WITH FOOD ALLERGY AND CONSUMER ADVISORY STATEMENTS PHOTO OF TRANS FAT FREE FRY OIL NUTRITION LABEL (IF APPLICABLE)



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B. PHYSICAL FACILITIES

WINDOWS, DOORS, & TAKEOUT WINDOWS SCREENED	☐ YES ☐ NO				
SNEEZE GUARDS AND OVERHEAD PROTECTION PROVIDED	☐ YES ☐ NO				
TYPE OF FINISH FLOOR MATERIAL FOOD PREP. AREA	☐ QUARRY TILE ☐ CERAMIC TILE				
	☐ VCT TILE ☐ OTHER				
TYPE OF FINISH WALL MATERIAL FOOD PREP. AREA	☐ STAINLESS STEEL ☐ CERAMIC TILE				
	☐ FRP ☐ SHEETROCK ☐ OTHER				
TYPE OF FINISH CEILING MATERIAL FOOD PREP. AREA	☐ SHEETROCK ☐ VINYL FACED				
	☐ FRP ☐ METAL ☐ OTHER				
LIGHT FIXTURES SHIELDED FOOD PREP. AREAS	☐ YES ☐ NO				
EMPLOYEE TOILET FACILITIES PROVIDED	YES NO LOCATION				
EXHAUST AND VENT SYSTEM APPROVED/STICKER PRESENT	T YES NO				
DESCRIBE STORAGE FACILITIES FOR EMPLOYEES' PERSONAL BELONGINGS:					
DESCRIBE FACILITIES FOR SEPARATE STORAGE OF INSECTI					
SANITIZERS/ CLEANING AGENTS/ CAUSTICS/ ACIDS/ POLISHES/ FIRST AID SUPPLIES/ PERSONAL					
MEDICATIONS:					
GAS GENERATORS IN USE? YES NO					
IF YES, WHERE IS THE GENERATOR LOCATED ON SITE?					
IF YES, WHERE IS THE GAS STORED?					
C. HAND, WAREWASH, AND WATER FACILITIES ON THE	MOBILE FOOD ESTABLISHMENT				
C. HAND, WAREWASH, AND WATER FACILITIES ON THE SEPARATE FOOD PREPARATION SINK PRESENT					
	☐ YES ☐ NO				
SEPARATE FOOD PREPARATION SINK PRESENT	☐ YES ☐ NO VTS REQUIRED) ☐ YES ☐ NO				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT	☐ YES ☐ NO VTS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMEN SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED	☐ YES ☐ NO NTS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO ANDING PUMP DISPENSERS)				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMEN SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STA	☐ YES ☐ NO NTS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO ANDING PUMP DISPENSERS)				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMEN SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STA LOCATION AND NUMBER	☐ YES ☐ NO VITS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO ANDING PUMP DISPENSERS) TC)				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAN LOCATION AND NUMBERHAND DRYING FACILITIES (PAPER TOWELS, AIR BLOWER, E	☐ YES ☐ NO VTS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO ANDING PUMP DISPENSERS) TC)				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAN LOCATION AND NUMBER HAND DRYING FACILITIES (PAPER TOWELS, AIR BLOWER, ELOCATION AND NUMBER	☐ YES ☐ NO NTS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO ANDING PUMP DISPENSERS) TC) ☐ YES ☐ NO				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAND LOCATION AND NUMBER HAND DRYING FACILITIES (PAPER TOWELS, AIR BLOWER, ELOCATION AND NUMBER COMBINATION FAUCET/MIXING VALVE (MIN 110 °F)	☐ YES ☐ NO NTS REQUIRED) ☐ YES ☐ NO ☐ YES ☐ NO ANDING PUMP DISPENSERS) TC) ☐ YES ☐ NO				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAND LOCATION AND NUMBER	YES NO YES REQUIRED) YES NO YES NO NO ANDING PUMP DISPENSERS) TC) TC) YES NO YES NO				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAN LOCATION AND NUMBER	YES NO YES REQUIRED) YES NO YES NO NO ANDING PUMP DISPENSERS) TC) TC) YES NO YES NO				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAND LOCATION AND NUMBER	YES NO YES REQUIRED) YES NO YES NO NOING PUMP DISPENSERS) TC) YES NO R BACK-FLOW PREVENTER?				
SEPARATE FOOD PREPARATION SINK PRESENT POT SINK PROVIDED WITH DRAIN BOARDS (3 COMPARTMENT SEPARATE HAND WASH SINK PROVIDED AND SUPPPLIED SOAP DISPENSERS (WALL MOUNTED, INDIVIDUAL FREE STAN LOCATION AND NUMBER HAND DRYING FACILITIES (PAPER TOWELS, AIR BLOWER, ELOCATION AND NUMBER COMBINATION FAUCET/MIXING VALVE (MIN 110 °F) SIZE OF HOLDING TANK FOR POTABLE WATER TANK MADE OF SAFE/FOOD GRADE MATERIALS WHERE IS THE POTABLE WATER TANK FILLED? DOES THE WATER SOURCE FOR YOUR TANK HAVE A PROPE	YES NO YES REQUIRED) YES NO YES NO NOING PUMP DISPENSERS) TC) YES NO R BACK-FLOW PREVENTER?				



E.

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D. <u>KITCHEN FACILITIES/ EQUIPMENT</u>

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FOOD EQUIPMENT IS NATIONAL	AL SANTIATION	FOUND	ATION APPRO	VED	YES	□ NO	
REFRIGERATOR UNIT PROVIDE	ED						//A
(VOLUME REQUIRED = # OF MEALS x 0.85)		TOTAL (FT ³)		HOW 1	MANY		
FREEZER UNIT PROVIDED						_ N	7/A
		TOTA	$L(FT^3)$	HOW I	MANY		
THERMOMETERS PRESENT IN	EACH COLD UN	IT	☐ YES ☐	NO			
IS ICE MADE ON PREMISES? [YES (INCLUE	DE MACI	HINE SPECS) [□ NO BC	UGHT FR	OM:	
CHECK IF TYPE OF COOKING E	QUIPMENT IS P	RESENT	IN THE MOBIL	LE FOOD I	ESTABLISI	HMENT:	
☐ CONVECTION OVEN	☐ STOVE		GRILL			A OVEN	
☐ MICROWAVE OVEN	FRYER		BROILER	t	☐ ROTI	SSERIE	
☐ STEAM KETTLES	☐ RICE COO	KER	OTHER _				
	_			_			
STEAM TABLES PROVIDED	YES HOW	MANY_		☐ NO			
OTHER HOT HOLDING EQUIPM	ENT PROVIDED	:					□ N/A
			TYPE		HOW	MANY	_
OTHER KITCHEN EQUIPMENT I	PROVIDED:		TYPE		HOW	MANY	□ N/A
			1112		110 //		□ N/A
			TYPE		HOW	MANY	
GARBAGE AND REFUSE:							
SUFFICIENT TRASH CONTAIN	MENT INSIDE A	ND OUT	SIDE OF THE E	ESTABLISI	HMENT?	YES I	NO
DO ALL CONTAINERS HAVE L	JDS? Y	ES NO	O				
INSIDE: TYPE OF RUBBISH AN	ID GREASE CON	TAINER	S: VERMIN	N PROOF E	BARRELS		
			☐ COMPAC	TOR 🔲	OTHER		
DESCRIBE THE LOCATION OF	GREASE STORA	AGE REC	EPTACLE				
OUTSIDE: WILL GARBAGE CA	NS BE STORED	OUTSID	E? YES] NO			
TYPE OF SURFACE GARBAGE	CANS LOCATEI	OON:	CONCRETE [ASPHA	LТ □ОТ	HER	
HOW ARE TRASH/DEBRIS HAN	NDLED AT THE I	END OF	THE VENDING	DAY?			
- · · ·		01		·			·



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F. COMMISSARY DISHWASHING FACILITIES

WILL SINKS OR A DISHWASHER BE USED	FOR WAREWASHING?	☐ DISHWASHER
		☐ THREE COMPARTMENT SINK
		□ВОТН
IF DISHWASHER, TYPE: HOT WATE	ER CHEMICAL	
IF HOT WATER: TEMP. OF WASH WATER_	TEMP. OF FINA	L RINSE
IS HEATER BOOSTER PROVIDEI	YES NO	
IF CHEMICAL: TYPE OF CHEMICAL		AUTOMATIC FEED: YES NO
IF THREE COMPARTMENT SINK:		
DOES THE LARGEST POT AND F	PAN FIT IN EACH COMPAR	TMENT YES NO
ARE THERE DRAIN BOARDS ON	BOTH ENDS YES] NO
TYPE OF SANITIZER USED: (CHLORINE YES NO	IODINE YES NO
(QUATERNARY AMMONIUN	M ☐ YES ☐ NO
NOTE: PLEASE MAKE CERTAIN THAT TI		
AVAILABLE AT	THE PRE-OPERATION IN	SPECTION.
STATEMENT: I HEREBY CERTIFY THAT THE UNDERSTAND THAT ANY DEVIATION FROM		
DEPARTMENT MAY NULLIFY THIS APPROVA		
SIGNATURE(S)		
DATE	OWNER(S) OR RI	ESPONSIBLE REPRESENTATIVE(S)

APPROVAL OF THESE PLANS AND SPECIFICATIONS BY THIS HEALTH DEPARTMENT DOES NOT INDICATE COMPLIANCE WITH ANY OTHER CODE, LAW, OR REGULATIONS THAT MAY BE REQUIRED – FEDERAL, STATE, OR LOCAL. IT FURTHER DOES NOT CONSTITUTE ENDORSEMENT OR ACCEPTANCE OF THE COMPLETED ESTABLISHMENT (STRUCTURE OR EQUIPMENT). A PRE-OPENING INSPECTION OF THE ESTABLISHMENT WITH EQUIPMENT WILL BE NECESSARY TO DETERMINE IF IT COMPLIES WITH THE LOCAL AND STATE LAWS GOVERNING FOOD SERVICE ESTABLISHMENTS.



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MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION

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(Application must be submitted at least 30 days before the planned opening date)

1) Establishment Name:					
2) Establishment Address:					
3) Establishment Mailing Addre					
4) Establishment Telephone No	: 5) Email Address:				
6) Applicant Name & Title:					
7) Applicant Address:					
8) Applicant Telephone No:	9) 24 Hour Emergency Phone No:				
10) Owner Name & Title (if diffe	erent from applicant):				
	11) Owner Address (if different from applicant):				
12) Establishment Owned By: 13) If a corporation or partnership, give name, title, and home address o					
An Association	officers or partner.				
A Corporation	Name Title Home Address				
An Individual					
A Partnership					
Other Legal Entity					
14) Landlord contact info. (Nam	ne, address, phone):				
15) Person Directly Responsible	For The Daily Operations (Owner, Person in Charge, Supervisor, Manager, etc.)				
Name & Title:					
Address:					
Telephone No:	Fax:				
Emergency Telephone No:	Email:				
16) District or Regional Supervis	sor (if applicable)				
Name & Title:					
Address:	Email:				
Telephone No:	Fax:				
17) Water Source:	18) Sewage Disposal:				
DEP Public Water Supply No. (if	applicable):				
19) Days and Hours of Operation: 20) No. of Food Employees:					
21) Name of Person in Charge Certified in Food Protection Management:					
Please attach copy of current certificate. Application will not be processed without it.					
22) Person Trained in Anti-Choking Procedures (if 25 seats or more): Yes No					
23) Establishment Type (check all that apply):					
☐ Mobile Kitchen ☐ Canteen Truck ☐ Ice Cream Truck ☐ Trailer					
Pushcart Foo	od Delivery Caterer Other				
24) Length of Permit: 2	25) Trash/Dumpster pick-up schedule:				
Annual					
Seasonal/Dates/Time: Dumpster company name/phone number:					
26) Grease pick-up schedule:					
Temporary/Dates/Time:					
Grease company name/phone number:					



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27) Food Operation	Definitions: PHF - Potentially Hazardous food (time/temperature controls required)					
(check all that apply)	Non-PHF's - non-potentially hazardous food (no time/temperature controls required) RTE - ready-to-eat foods (Ex. Sandwiches, salads, muffins which need no further processing)					
Sale of Commercially	☐ PHF Cook To Order	☐ Hot PHF Cooked and Cooled or Hot Hold				
Pre-Packaged Non - PHF's		for More Than a Single Meal Service				
Sale of Commercially	Preparation of PHF's for Hot and Cold	☐ PHF and RTE Foods Prepared for Highly				
Pre-Packaged PHF's	Holding For Single Meal Service	Susceptible Population Facility				
☐ Delivery of Packaged	Sale of Raw Animal Foods Intended	☐ Vacuum Packaging/Cook Chill				
PHF's	to be Prepared by Customer	_				
☐ Reheating of	Customer Self-Service	Use of Process Requiring A Variance				
Commercially Processed		and/or HACCP Plan (including bare hand				
Foods For Service		contact alternatives, time as a public health				
Within 4 Hours		control)				
Customer Self-Service	☐ Ice Manufactured and Packaged for	Offers Raw or Undercooked Food of				
of Non-PHF and Non-	Retail Sale	Animal Origin.				
Perishable Foods Only	_					
☐ Preparation of Non-	Juice Manufactured and Packaged for	☐ Prepares Food/Single Meals for Catered				
PHF's	Retail Sale	Events or Institutional Food Service				
Other (Describe)	Offers RTE PHF in Bulk Quantities	Retail Sale of Salvage, Out-of-Date or				
		Reconditioned Food				
		To be completed by Health Department -				
		, , ,				
		Total Permit Fee: \$				
		Payment due with application. (Check made				
		payable to the Town of Needham.)				
I, the undersigned, attest t	o the accuracy of the information prov	ided in this application and I affirm that				
the food establishment ope	eration will comply with 105 CMR 590.	000 and other applicable law. I have				
been instructed by the Hea	alth Department on how to obtain copie	es of 105 CMR 590.000 and the Federal				
Food Code.						
28) Signature of Applicant:						
Pursuant to MGL Ch. 620	C. sec. 49A. I certify under the penalties	s of perjury that I, to the best knowledge				
	ate tax returns and paid state taxes req	1 0 0				
and some, have me ma returns and paid state taxes required under law.						
29) Social Security Number or Federal ID:						
29) Social Security Number	er of rederal ID:					
30) Signature of Individual or Corporate Name:						
Juj Bighature of Hidividua	n of Cothorate Hame					



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Menu Statements:

1. Consumer Advisory Requirements

Applicability: The consumer advisory is intended to apply to all food establishments where ready-to-eat (RTE) raw or undercooked animal foods or RTE foods containing raw or undercooked animal foods are sold or served to the public. The goal of the reminder is to inform the consumer of the risks of eating raw or undercooked foods. Statements can be on the menu, a placard, a table tent, a brochure, pamphlet, or by other written means.

Text size: Text size for hand held menus or table tents should be equivalent to 11 point font (this line is written in 11 point font).

Disclosure: Disclose what items may be undercooked

- i) Use leading statements (raw, rare, "cooked to order") OR
- ii) Asterisk (*) the foods in question (New York Strip Steak*) AND
- iii) Adjust menu to reflect the above OR in the absence of a menu, provide in written format to consumer

Examples:

- i) "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions."
- ii) * "Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness."
- iii) When using a pamphlet as a reminder: * "Regarding the safety of these items, written information is available upon request."

2. Food Allergy Advisory Requirements

- a) An allergen poster is required to be displayed conspicuously for employees. The allergen poster reminds employees of the eight major food allergens and describes what to do in the case of a suspected allergic reaction. The allergen poster was created by Food Allergy Research and Education (FARE) and is available here: https://www.foodallergy.org/file/restaurant-poster-lowres-faan.pdf
- b) Restaurants are also required to put the following statement on their menu: "Before placing your order, please inform your server if a person in your party has a food allergy."
- c) Food establishments must have at least one certified food protection manager (this usually means a supervisor (ServSafe or similarly trained) who is certified as having viewed a specific food allergen awareness video supplied by the state/FAAN. The certification costs \$10 and is valid for five years.

The law applies to "all food establishments in Massachusetts that cook, prepare, or serve food intended for immediate consumption either on or off the premises." If you are interested in more about the law, you can find information on the Massachusetts' Department of Public Health website. The legislation is identified as 105 CMR 590.009(H).